



Government Of India

# Ministry of Health & Family Welfare (GOI) requires Stenographer & Data Entry Operators

Govt. Of India (MoHFW), invites applications from individuals for job on contract basis for the following posts. Stenographer & Data Entry Operators

## 1. Executive Assistants : (10 Posts)

**Requirements:** Good Shorthand & Typing speed, min 2/3 yrs of experience in Government/MNC, proficiency in computers and English language

### **Duties & Responsibilities:**

- (1) Making arrangements for appointments/ meetings and maintaining Supervisor's calendar, screening telephone calls, responding to requests for information and queries with discretion, receiving visitors, taking notes and preparing minutes of the meeting.
- (2) Organizing and maintaining general and confidential files, reference system, address list and other reference documents.
- (3) Researching, compiling and maintaining information relevant to the programme for preparation of reports and documents, providing assistance in the monitoring of project implementation, maintaining and updating internal databases.
- (4) Preparing briefs or notes on matters relating to the programme in the absence of Supervisor.

Salary - Rs. 20,000 per month, Working Hours - 9.00 AM to 8.00 PM (approx.)

## 2. Data Entry Operator : (2 posts)

Salary - Rs. 10,000 per month, Working Hours - 9.00 AM to 6.00 PM (approx.)

### **Duties & Responsibilities:**

Key Duties and Responsibilities shall include:

- (1) Receiving, screening and maintaining a log of incoming correspondence, reports, documents and routing the same to the Supervisor with full background information, maintain follow-up system on responses and deadlines.
- (2) Taking notes and transcribing non technical and technical correspondence, reports etc from dictation, tape and manuscripts using word processing equipment, ensuring grammatical accuracy, spelling, format and conformity with procedural directives.
- (3) Drafting/ preparing general correspondence on brief instructions, typing statements, reports, studies including statistical tables etc from manuscripts using word processing equipment.
- (4) Providing administrative support in organizing meetings, seminars, workshops, recruitment of staff.
- (5) Making travel arrangements for Supervisor and official visitors.

### **Qualifications, Experience, Skills And Attributes (Data Entry Operators):**

#### **Qualifications:**

Graduate with a formal qualification in Secretarial Practice from a reputed institution.

#### **Experience:**

Minimum two to four years experience in similar capacity, supporting senior officials of reputed, professionally managed organizations.

#### **Skills & attributes for both the positions:**

- (1) Good working knowledge of modern telecommunication systems (telephone, fax, e-mail, internet and its software).
- (2) Proficient in MS Office Applications viz. MS Word, Excel, Power point, and Outlook.
- (3) Good typing (40 words per minute) and shorthand (80 words per minute) skills.
- (4) Ability to draft standard correspondence and summary of meetings.
- (5) Excellent command of spoken and written English.
- (6) Ability to manage multiple priorities, function in group and team settings and work with a minimum of supervision and direction.
- (7) Attentive to detail, routinely thorough and comprehensive in approach maintaining confidentiality.
- (8) Positive, "can-do" attitude, with an appetite for work. The candidate should be open to work on extended hours & holidays.

**The Application should contain Applicant's name, Father's name, Age, Contact number, Address, e-mail address, Qualification and experience, supported by attested photocopies of relevant papers should reach the address (mentioned below) by 5.00 PM of 15th July 2010**

**Address: Section Officer (EPW), Room No. 515/A, Ministry of Health & Family Welfare, Nirman Bhawan, Delhi - 110108**